
**UNITED STATES
DEPARTMENT OF THE INTERIOR
U. S. GEOLOGICAL SURVEY**

**NATIONAL MAPPING DIVISION
MISSION-SPECIFIC
RECORDS DISPOSITION SCHEDULE**

MAY 1999

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NATIONAL MAPPING DIVISION RECORDS DISPOSITION SCHEDULE

1500

AERIAL PHOTOGRAPHY

1500-01	Contract Card File. A complete card index to all aerial photography procured by the National Mapping Division. The file, arranged by project symbol, is a visible history and source of all aerial photography procured and available. It contains information on project activity, costs, allotment of funds, contract and related technical data from the time the contract was signed to completion.	PERMANENT. Transfer to NARA with related aerial photography.
1500-02	Contract Folder File. A folder on each aerial photography project containing copies of the contract, the design layout, correspondence, progress reports, and related information about the job.	Destroy the folder and contents in agency when no longer needed for reference.
1500-03	Camera Calibration Data Bank. An open file containing calibration parameters on mapping cameras that have been checked in the USGS laboratory.	Temporary. Destroy when no longer needed for administrative purposes.
1500-04	Aerial Photography and Derivatives. Vertical and oblique film in black and white, color, or color-infrared, and photoindexes, prints, and diapositives.	
1500-04a	Film	
1500-04a(1)	Original or first generation, photography or imagery (unclassified).	PERMANENT. Transfer to EROS Data Center when no longer needed. Transfer to NARA when most recent records are 40 years old.
1500-04a(2)	Duplicate, or second generation (unclassified).	Contact EROS Data Center to determine if photography should be transferred there. Destroy in Agency when no longer needed for reference and original or first generation film exists in good condition. Transfer to NARA only if original film is not available.
1500-04a(3)	Supplied Source.	PERMANENT. Maintain at Mapping Center under secure conditions. When obsolete, no longer needed or declassified, contact EROS Data Center to determine if photography should be transferred there. Review documentation semi-annually in accordance with USGS 440-3-H,

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		National Security Information Handbook. Transfer to NARA at time of review any records no longer needed for reference.
1500-04b	Photoindexes, negative and positive copy.	
1500-04b(1)	Record copy.	PERMANENT. Keep with related aerial photography at EROS Data Center. Transfer to NARA when most recent records are 40 years old.
1500-04b(2)	Other copies.	
1500-04b(2)a	Earth Science Information Centers indexes for use in customer orders processing.	Destroy in agency when no longer needed for reference.
1500-04b(2)b	Earth Resources Observation Satellite Office browse file.	Destroy in office when superseded.
1500-05	Prints, Annotated. Mapping photography (contact prints, diapositives) which may include field notes, classification, identification, supplemental control, basic control, and aerotriangulation annotation.	Temporary. Destroy when no longer needed for research or reference.
1500-06	Prints, Non-annotated	Destroy when no longer needed.
1501	IMAGE DATA	
1501-01	Satellite-Acquired Image Data.	
1501-01a	Historical data collections located at EDC from Landsat and other Government funded data collection programs, stored in magnetic tape or other stable archive media. Consists of irreplaceable, data dependent, remote sensing image coverage of broad geographical regions of the World. Data is routinely reproduced and disseminated to a broad user community of resource managers who are dependent on data available for Earth resource management projects.	PERMANENT. Retain all usable data until no longer required for research, then transfer to NARA.
1501-01b	Microform indexes to satellite acquired data.	Retain in EROS Office and ESIC browse file. Transfer one copy to NARA with related records (see 1501-01a). Destroy all other copies in office when superseded or updated.

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1501-01c	Data from Landsat and other satellite systems that has been uniquely processed specifically for resource management projects. These data are usually project-dependent and are of limited value to users other than project personnel.	
1501-01c(1)	Historically or informationally unique or significant projects such as: national resource inventory or a special study relating to the eruption of Mt. St. Helens.	PERMANENT. Transfer to NARA 1 year after project completion.
1501-01c(2)	Routine applications covering limited geographic areas such as: a localized timber inventory or hydrological study.	Destroy 1 year after project completion.
1501-02	Conventional Aircraft	
1501-02a	Historical data collections from various aircraft data collection programs employing scanning-type remote sensing systems. These data are usually acquired for specific projects and include limited geographic coverage. Cost of data archiving is minimal due to low volume of data.	PERMANENT. Retain all usable data until no longer required for research, then transfer to NARA.
1501-02b	Data from these aircraft data archives that has been specially processed for project activities. These data are project-dependent and are of limited value to users other than project personnel.	
1501-02b(1)	Historically or informationally unique or significant projects such as: large scale resource inventories or a special study relating to the eruption of Mt. St. Helens.	PERMANENT. Transfer to NARA when no longer needed.
1501-02b(2)	Routine applications covering limited geographic areas such as: a localized timber inventory or hydrological study.	Destroy 2 years after project completion.
1501-03	Automated Index. An index to the automated digital image data arranged by account number and geographical location.	PERMANENT. Transfer to NARA with related records.
1501-04	EROS Digital Image Processing System (EDIPS) Assessment Sheet. These records are Landsat original film assessments showing scene identification image quality, cloud cover, type of defects, and scene status from which data base entries are made.	

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1501-04a	Paper records. Microfilmed periodically.	Destroy after verification of microfilm.
1501-04b	Microfilm.	PERMANENT. Transfer to NARA with related records.
1501-05	EDIPS Defect Report. These records are Landsat film assessments showing the accumulation of defects by high density type and scene identification for each satellite and each sensor type.	
1501-05a	Summarized paper records.	Cut off annually. Destroy after 5 years.
1501-05b	Tape	PERMANENT. Transfer master to NARA with related records.
1502	CARTOGRAPHIC MATERIALS	
	Map jackets are cardboard or plastic boxes, tubes envelopes, or red rope jackets, appropriately labeled, which are added to during the evolution of the map, certain prescribed records, separates, and other materials, for the preparation of the individual line or photo base map. Included under these instructions are all series made from original manuscripts.	
1502-01	One-time sample of a complete map: Showing the cartographic techniques of the agency.	For the 50 quadrangles listed on Appendix A, as these become abandoned or are no longer printed transfer these to NARA Wash, DC Office IN THEIR ENTIRETY (That is, offer original manuscript drawings, quadrangle report, map correction file, advance composite of map compilation, information oversheet and related source materials, color separation plates, aerial photographic prints, secondary control and field notebooks, specification sheet, and Control lists) FOR ALL OTHER QUADRANGLES, use disposition instructions given in Parts 1502-02 through 1502-12.
1502-02	Slope Map File. Photomechanically-produced film materials containing imagery of prescribed percent slope zones for selected quadrangles. Mapping projects are done on an individual repay basis, or as part of the USGS program such as: co-op or experimental work.	

NATIONAL MAPPING DIVISION RECORDS DISPOSITION SCHEDULE

1502-02a	Repay.	Property of customer. USGS maintains file of availability; duplicates only with permission.
1502-02b	USGS Program.	Destroy in agency when no longer needed for administrative purposes.
1502-03	Original Manuscript Drawings. Original hand drawings from field observations and measurements under precise controls, such as: heavy paper, metal boards or polyester and hand drawn cartographic depictions derived from visual photogrammetric interpretation processes and aerial photography; field completion boards and revision boards on stable base materials.	PERMANENT. Transfer to NARA with map jacket when map series or individual map is abandoned or no longer published.
1502-04	Quadrangle or map report. A report documenting the chronological events or phases in the production and revision of the individual map, and which may include comments and notes by the cartographic specialists, place name information, correspondence and memoranda, and basic control lists for the map.	PERMANENT. Transfer to NARA with all other permanent components when map series or individual map is abandoned or no longer published.
1502-05	Map Correction File. A collection of published U.S. Geological Survey quadrangles or other maps, annotated with information, including boundaries and additions for use in the preparation of a new edition, often a single map base with pertinent correspondence or notes attached.	Destroy in agency when superseded.
1502-06	Advance Composites of Map Compilation. These are film positive composites of intermediate stages during compilation. Film or paper copies are used in lieu of the published map by Government and public.	Destroy in agency when map is transferred to NARA.
1502-07	Information Sheets and Misc. Related Source Materials	
1502-07a	RESERVED	
1502-07b	Name and Information Sheet. (N & I Sheet) Original sheet or sheets, field-annotated with: names, extent of names; land office; boundaries; drainage; designated major roads and other notes and information. These records appear on a variety of media including, but not limited to: aerial photo mosaic, orthophotographs, or published maps.	PERMANENT. Transfer to NARA with all other permanent components when map series or individual map is abandoned.
1502-07c	Name and Information Sheet on Frosted Mylar. Copies on frosted mylar of the original field-annotated Name and Information Sheet for the purpose of making diazo/ozalid copies. Contains all boundary, name, drainage, road, land-office, and other information copied from the original record.	PERMANENT. If the original does not exist; transfer to NARA with all other permanent components when map series or individual map is abandoned.

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1502-07d	Pre-field Name Edit Sheets. Sheets created in office phases prior to field investigation which contain the results of a review of all known published maps from a variety of agencies; used to call attention to controversial names or applications that needed resolution or clarification by field effort, usually on a copy of an orthophotograph or previous addition of a published map. The sheets are usually attached to a listing of maps used in the pre-field edit process.	Destroy when associated map is abandoned. If original observations are added to this sheet, refer to 1502-07b and 1502-07c.
1502-07e	Vertical Accuracy Test (Check) Sheet. A sheet upon which are annotated and recorded elevations withheld from photogrammetric compilation, removed from traverse book records and applied to images of map features for the purpose of checking and testing the vertical accuracy of the photogrammetric compilation. Record media composed of, but not limited to: Photomosaics, orthophotographs, earlier edition published maps, and overlays.	Destroy when no longer needed for reference.
1502-07f	Other Miscellaneous or Information Sheets. Extra or additional copies of any base map overlay, published maps, or other maps used for reference only. Reference materials which are not the record copy.	Destroy all such materials in agency when no longer needed.
1502-07g	Miscellaneous source material filed in the map jacket or boxes. Maps and charts from other agencies or commercially printed brochures, pamphlets, and clippings or other material used to directly support certain map feature depictions accumulated during field and office compilation. Including, but not limited to: BLM (GLO, PLSS) plats, city and county maps and highway location maps/plans.	Temporary. Destroy in agency when no longer needed.
1502-07h	Miscellaneous source materials filed elsewhere with no evidence that it was used with a specific quadrangle.	Destroy in agency as superseded or no longer needed for reference.
1502-07i	Geodetic Control Edit Sheets. A manually annotated copy of photogrammetric compilation containing selections of vertical and horizontal control to be shown on the published map.	Retain with other edition-related map records until the map edition is formally abandoned. Destroy when map edition is abandoned.
1502-08	Color Separation Plates: Feature and color separated final drawings; paper mounted on metal; combined negative or positive film; drawings on scribecoat finished to cartographic specifications; final copies of the original manuscripts or fieldboards separated by color or feature.	Destroy in agency as superseded or no longer needed for reference. (Pre-January 1950 records in this category must be brought to NARA attention before applying these disposition instructions).

NATIONAL MAPPING DIVISION RECORDS DISPOSITION SCHEDULE

1502-09 Derivative Maps

1502-09a	Original manuscript materials that contain information not reproduced on the printed map such as: the image of the source maps, annotated data and photo updates.	Temporary. Destroy when no longer needed.
1502-09b	All other color separation and related sheets. Includes non-record copies of original materials.	Destroy in agency when no longer needed.
1502-09c	Shaded relief drawings, examples are: National Park Maps, state bases, and special maps.	Temporary. Destroy in agency when no longer needed
1502-10	Press-Quality Combined by Color Film. (Known as Topographic Quadrangle (TQ) Film). A positive or negative composited by feature color.	Destroy when replaced with new or revised composites.
1502-11	RESERVED	
1502-12	Land Use and Land cover. Data separates may include land use, political units, census subdivisions, hydrologic units, and Federal and State land ownership.	Destroy in agency when no longer needed for reference.
1502-12a	Record copy (master negative).	PERMANENT. Transfer to NARA 20 yrs after completion of quadrangles.
1502-12b	Computerized records prepared in conjunction with land use and land cover maps.	PERMANENT. Transfer to NARA annually.
1502-12c	All other copies. Includes open file reports and lithographed copies.	Destroy in agency when no longer needed for reference.

1503 DIGITAL CARTOGRAPHIC DATA

1503-01	National Digital Cartographic Data Base/Operational Data Base (NDCDB/ODB) - Machine-readable records containing digital representations of map center-line data, terrain elevation data, rectified image data, land classification data, and raster map data held by the NMD archives. Revised digital products will replace existing digital products, of the same product series, as the distributable product. The older digital file will be maintained as a distributable historical file in the NMD archives.	
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NATIONAL MAPPING DIVISION RECORDS DISPOSITION SCHEDULE

1503-01a

Digital Line Graphs - Files containing a digital representation of cartographic line information from maps ranging in scale from 1:20,000 to 1:2,000,000.

PERMANENT. Record copy of completed files to be retained by the agency and are considered essential to the mission of the agency. Maintain files in accordance with 36 CFR 1234.28. Thirty years after creation of file, review reference use and, if reference has ceased over the previous five years, transfer to NARA in accordance with 36 CFR 1228.188. If records are still current, review every five years thereafter and transfer to NARA when reference use has ceased.

1503-01b

Digital Terrain Elevation Models - Files containing a digital representation of terrain elevation data from 7.5 Minute, 15 Minute, and 30 Minute USGS maps.

PERMANENT. Record copy of completed files to be retained by the agency and are considered essential to the mission of the agency. Maintain files in accordance with 36 CFR 1234.28. Thirty years after creation of file, review reference use and, if reference has ceased over the previous five years, transfer to NARA in accordance with 36 CFR 1228.188. If records are still current, review every five years thereafter and transfer to NARA when reference use has ceased.

1503-01c

Digital Orthophoto Quadrangles - Digital representation of rectified aerial imagery, 3.75-minute quadrangles.

PERMANENT. Record copy of completed files to be retained by the agency and are considered essential to the mission of the agency. Maintain files in accordance with 36 CFR 1234.28. Thirty years after creation of file, review reference use and, if reference has ceased over the previous five years, transfer to NARA in accordance with 36 CFR 1228.188. If records are still current, review every five years thereafter and transfer to NARA when reference use has ceased.

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1503-01d	Digital Land Use/Land Cover Data - Files containing digital information from USGS Land Use/Land Cover maps.	PERMANENT. Record copy of completed files to be retained by the agency and are considered essential to the mission of the agency. Maintain files in accordance with 36 CFR 1234.28. Thirty years after creation of file review reference use and, if reference has ceased over the previous five years, transfer to NARA in accordance with 36 CFR 1228.188. If records are still current, review every five years thereafter and transfer to NARA when reference use has ceased.
1503-01e	Digital Raster Graphics - Scanned images of USGS Topographic maps. Available at 1:20,000-, 1:24,000-, 1:25,000- (7.5 minute quadrangle format), 1:100,000- (30x60 minute quadrangle format), and 1:250,000-scale (1x2 degree format).	PERMANENT. Record copy of completed files to be retained by the agency and are considered essential to the mission of the agency. Maintain files in accordance with 36 CFR 1234.28. Thirty years after creation of file, review reference use and, if reference has ceased over the previous five years, transfer to NARA in accordance with 36 CFR 1228.188. If records are still current, review every five years thereafter and transfer to NARA when reference use has ceased.
1503-01f	Documentation for Above - Consists of, but not limited to Standards, Procedure Manuals, and USGS Data Users Guides.	PERMANENT. Transfer to the National Archives with the electronic records.
1503-01g	Digital Terrain Elevation Data (from DMA)	Destroy in agency when no longer needed.
1503-01h	Digital Chart of the World (from DMA)	Destroy in agency when no longer needed.
1503-02	Intermediate Data Files. Files used in the production of the standard product will be retained at the production centers until the data base file has been successfully loaded in the NMD archive. Refer to NMD Policy 93-NMD-1, dated 3/10/93, for further guidance and clarification.	Delete when no longer required in the production process.

NATIONAL MAPPING DIVISION RECORDS DISPOSITION SCHEDULE

1503-03	Digital Data Received from Other Agencies	Dispose in accordance with the disposition instructions specified in the agreement with the agency.
1504	CARTOGRAPHIC MATERIALS WHICH DO NOT SUPPORT STANDARD PRODUCTS. Cost-share products are typically standard USGS-NMD products. Fully reimbursable projects often involve products which are retained by NMD. Prototype products are intended to be archived and distributed as a standard product.	
1504a	Data, information and records developed or acquired independently of NMD, but furnished to NMD by another agency or entity to accomplish a special project or to make a particular product.	In accordance with the agreement, the product will be retained, transferred to other agency, or destroyed. Destroy records if return is refused and all agreement terms are met.
1504b	Data, information and records consisting of new fundamental observations, measurements, or authoritative statement acquired by NMD to accomplish the special project.	PERMANENT. Fundamental records such as: photography, horizontal and vertical control records, boundary information, etc., should be integrated with existing records system. Observation and measurement records unique to the special project, such as photogrammetric compilation manuscripts, or unique digital data files (with documentation) created as a final product, and other similar manuscripts records are to be transferred to NARA as a project.
1505	ORTHO PRODUCTS. Includes film material, annotated overlays, landlines and lettering plates.	
1505-01	Orthophotograph: An orthophotograph is an aerial photograph corrected for distortion by photogrammetric methods.	Destroy in agency when no longer needed.
1505-02	Orthophotoquad: An orthophotograph in the format and scale of a standard quadrangle with a few enhancing features, usually not carried past the advance copy stage and largely reproduced by diazo copying.	Retain continuous tone negative and screened positive for diazo copying at the Mapping Center. When superseded, transfer continuous tone negatives to the Record Center, destroy all other materials. Record Center to review for disposition after 20 yrs.

NATIONAL MAPPING DIVISION RECORDS DISPOSITION SCHEDULE

1505-03	Orthophotomap: is similar to a standard line quadrangle map in content with an ortho-photographic base in color.	
1505-03a	Record copy.	PERMANENT. Break file annually. Transfer to NARA upon file break.
1505-03b	All other copies.	Provide ESIC with copies missing from NMD file. When no longer needed for reference, offer to USGS Library or other similar organizations.
1505-04	Non-standard ortho products: used to support field work.	Destroy in agency when no longer needed for reference.
1506	INDEX/PROGRESS MAPS	
1506-01	High Altitude Photography Index. Two index maps of the U.S. (NHAP I and NHAP II) showing the location of all USGS high altitude (36,000 ft. or more above ground level) photography. The maps are primarily used for planning and scheduling. A computer base map (approx. 1:5,000,000 scale) of the U.S. prepared semiannually to show, with color, the year of photography of black and white, and color-infrared photography.	PERMANENT. Transfer to NARA with no longer required by agency.
1506-02	Status and Progress of Mapping. Computer or analog base map of the U.S. showing, with color, the present status and progress of 7.5 and 15 minute series quadrangles, orthophotoquads and intermediate-scale mapping.	
1506-02a	Record Copy, as prepared by Hdqtrs.	PERMANENT. NARA is to be placed on auto distribution list.
1506-02b	All other copies, paper and machine readable.	Destroy when superseded.
1506-03	State Planning Map. A State map showing work accomplished by work phases through publication of the mapping program of the USGS. Consolidated information from the mapping centers is kept currently posted.	Destroy in agency when no longer needed for administrative purposes.
1506-04	A-16 Graphics. Coordination of Surveying and Mapping Activities. Graphics showing the mapping requirements received annually from other Federal and State agencies, bureaus of the Department of the Interior, and divisions within the Geological Survey and State agencies. These	

NATIONAL MAPPING DIVISION RECORDS DISPOSITION SCHEDULE

are quadrangle map bases on which mapping priorities are shown by color coding for graphical computer printout.

1506-04a	Annotated Graphics from other agencies.	Destroy when 5 years old.
1506-04b	Computer Graphics	Destroy copies when 10 yrs. old.
1506-04c	Related Machine-Readable Records	Destroy in agency when no longer needed.
1506-05	Product Availability Maps	
1506-05a	Map or Ortho availability. A graphic showing the status of new and revision mapping for each 7.5 minute quadrangle within a State. Used by ESIC to support product sales.	Destroy in agency when graphic is replaced.
1506-05b	Photography Progress Map. A graphic showing the current status of aerial photography for each 7.5 minute quadrangle within a State. The base is continuously updated by additions until it becomes filled with information; then new base is made. The old base is filed for use as an aid in identifying and locating previous photographic projects. Used by ESIC to support product sales. See 1500-04b(1) for record copy.	Destroy in agency when superseded or no longer needed.
1506-06	Control Index Maps	
1506-06a	1:500,000-scale annotated copies of USGS State Base Maps showing lines of vertical control and horizontal positions. No longer produced but used for reference and planning.	Destroy in agency after digitizing.
1506-06b	1:250,000-scale annotations on a base prepared by National Ocean Survey used in control planning.	Destroy as soon as newer version is produced by National Ocean Survey.
1506-06c	Other scales no longer produced by USGS but older copies used for planning.	Destroy when superseded.
1507	FIELD CONTROL DATA	
1507-01	Basic Control Field Notebooks. A notebook (in paper or microform) containing a record of field measurements and descriptions of the station or mark obtained during basic horizontal and/or vertical control operations, such as triangulation, transit traverse, electronic traverse, and leveling.	Temporary. Destroy in agency when no longer needed for reference.

NATIONAL MAPPING DIVISION RECORDS DISPOSITIONS SCHEDULE

1507-02	Basic Control Computation Books. Records of office computations, in microform or paper, for positions and elevations derived from the basic control field notebooks, including traverse, triangulation and leveling.	Temporary. Destroy when no longer needed.
1507-03	Report on Permanent Survey Mark. A geodetic field report on the current condition and description of a survey mark.	Destroy as soon as information is entered into the master control list, or no longer needed for reference.
1507-04	Bench Mark Reset Letter. Instructions and form for field personnel to reset or move a bench mark.	
1507-04a	Paper Records	Destroy in agency when no longer needed for reference.
1507-04b	Microfilm	Destroy in agency when no longer needed for reference.
1507-05	Aerotriangulation File. Vertical and horizontal coordinate values of passpoints for photogrammetric application in the production of both line maps and orthophotoquads. A computer listing formatted in the Mapping Centers. Retained for use in preparing adjacent maps or new series of maps.	
1507-05a	Computer Listing	Destroy in agency when no longer needed for reference.
1507-05b	Machine-Readable Records	Destroy in agency when no longer needed for reference.
1507-06	Old Geological Survey Levels and Horizontal Controls. These records are retained primarily on 5 x 8 inch cards, comprising basic control data assembled over many years, bringing together geodetic control data formerly retained in other forms. It is a consolidated file, with cards maintained alphabetically by state and by quadrangle within each state.	
1507-06a	Microfilm	
1507-06a(1)	Silver original and one duplicate.	PERMANENT. Transfer to NARA upon verification of film.

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1507-06a(2)	All others.	Destroy when no longer needed for reference.
1507-06b	Paper	
1507-06b(1)	If filmed.	Destroy upon filming.
1507-06b(2)	If not filmed.	PERMANENT. Transfer to NARA when no longer needed for reference.
1507-07	Secondary Control and Field Notebooks	
1507-07a	Supplemental (Vertical) Control Books. A field cartographer's record of traversing for the purpose of obtaining elevations of selected aerial photographic image points to be used in the precise leveling of stereoscopic mapping instruments.	Destroy in agency when no longer needed for reference.
1507-07b	All other field notebooks, including Beaman Alidade, used on an individual field project. These are notebooks in which specialists assigned to make surveys have recorded their initial observations, measurements, calculations, and other technical data.	Destroy when information has been transferred to the field manuscript usually at the completion of the field project, or when no longer needed for reference.
1507-07c	Supplemental Field Altimetry Notes and Computations. Field readings and descriptions of points and the computations of these readings reduced to actual ground elevations.	Destroy 1 year after publication of resultant map.
1507-08	Control Lists	
1507-08a	USGS Control Lists. Description and the vertical elevation and/or horizontal position of all basic USGS control marks on a 15 minute quadrangle basis.	Destroy in agency when no longer needed for research and re-mapping, or when information is available from ESIC.
1507-08b	Other agencies' control lists. Basic control from individual agencies that is in different formats.	Destroy in agency when superseded.
1507-08c	Control Folder. A collection of control lists from USGS, NGS, and other agencies for the individual quadrangles. If filed in quadrangle report, see Item 1502-03.	PERMANENT. Transfer to NARA with all other permanent components when map series or individual map is abandoned or no longer published.

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1508	ESIC/DISTRIBUTION FILES	
1508-01	Orders and Correspondence Files. Folders which may contain such items as written correspondence or memoranda of telephone calls concerning inquiries and research of cartographic data, and copy of accounts and orders.	
1508-01a	Headquarters-all correspondence microfilmed.	
1508-01a(1)	Paper.	Destroy 6 months after becoming inactive.
1508-01a(2)	Microfilm.	Destroy 3 years after becoming inactive.
1508-01b	Mapping Centers. No microfilming capability.	Destroy 3 years after becoming inactive. When film becomes available, use instruction above.
1508-02	Stock Listing Card. A record for low distribution stock of a map, with a recommendation from Printing and Distribution Center to Office of Program Management to reprint along with the number of copies. Maps being stocklisted may remain in the operating program for 4 or more years.	Destroy when the quadrangles are abandoned.
1508-03	Periodic Mailing Lists. ESIO and regional ESIC lists of addresses for Government and commercial offices and persons who receive indexes and information on USGS cartographic products. Some of these lists are on computer tape or cards; all are continuously updated.	Destroy list in agency when superseded.
1509	REFERENCE FILES (CARTOGRAPHIC)	
1509-01	Inventory of Cartographic Data Bases. Machine-readable records and computer listings principally managed by ESIO of cartographic data held by USGS and other agencies. The output is on microfiche of such files as T-70 published maps, APSRS aerial photography, cartographic catalog and MCIS maps and charts. Active files are continually maintained and updated.	
1509-01a	Original machine-readable records.	Destroy in agency when no longer needed for reference.
1509-01b	Microfiche	PERMANENT. ESIO transfer one set to NARA when superseded.
1509-02	USGS Publications	
1509-02a(1)	Current Files	Destroy in agency when no longer needed for reference.

NATIONAL MAPPING DIVISION RECORDS DISPOSITION SCHEDULE

1509-02a(2)	Historical Map File. National Mapping Division file maintained in Branch of Geographic Names.	
1509-02a(3)	Paper Records	PERMANENT. Film in accordance with 36 CFR 1230. Transfer to NARA when no longer needed for reference.
1509-02b	Microfilm. Needed for reference.	
1509-02b(1)	Record copy (silver) and one backup copy (silver or diazo).	PERMANENT. Transfer to NARA upon filming and verification of film quality.
1509-02b(2)	All other copies.	Destroy in agency when no longer needed for reference, or transfer to USGS Library.
1509-02c	Published or Processed Record Set, All Maps. Includes orthophotomaps and experimental maps.	
1509-02c(1)	Record copy.	PERMANENT. Break file annually. Transfer to NARA upon file break.
1509-02c(2)	All other copies.	Provide ESIC with copies missing from NMD File. When no longer needed for reference, offer to USGS Library or other similar organizations.
1509-02d	Index Maps and Catalogs of Published Maps (Sales Indexes). Indexes for each map series of the individual quadrangles or mapped areas on a U.S. or State Base Map to show the location and name for each published map. Additional information such as mapping and revision dates, special treatment and studies, and ordering information is contained on this index or companion catalogs or forms. One copy is maintained as a complementary information source to the Official Historical Map File. 1509-02a(2)	PERMANENT. Transfer to NARA when superseded (NARA is to be placed on automatic distribution).
1509-02d(1)	All other copies.	Destroy in agency when no longer needed for reference.
1509-03	Non-USGS Publications. Includes collections of a wide variety of published maps and related cartographic items such as atlases and printed	

NATIONAL MAPPING DIVISION RECORDS DISPOSITION SCHEDULE

materials from outside agencies and non-Government sources. Files of this type are maintained by the Domestic Names Committee of the Board on Geographic Names in their Domestic Names File, the ESIC, and other individual units with smaller files. They are used as source material for name research, map preparation and other uses.

1509-03a	Domestic Geographic Names Map File.	PERMANENT. Transfer to NARA when no longer needed for research.
1509-03b	Other Records	Destroy in agency when no longer needed for research.
1509-04	RT-C Historical Record Card File. A card file listing the dates of reproduction phases, the processes in development of the map, and the number of copies per printing for the individual quadrangle and State indexes. Some of the cards contain the names of field specialists. Part of this information is now in the T-70x computer file. All of this information will be placed in a computer file.	Destroy cards as information is transferred to the computer or on microfilm.
1509-05	Master Road Plans. Copies of 1:100,000-scale quadrangles containing delineation of primary roads. These files are frequently updated for current project reference.	Destroy in agency when superseded or no longer needed for reference.
1509-06	Map Jacket and Materials Locator and Accession Files	
1509-06a	Production and Research Support Record Materials Tracking Files. Primarily used in requesting, Tracking, or locating cartographic materials. Including both computer database files and informal paper forms or printouts used to perform mission-specific housekeeping functions. Including, but not limited to: data separates ordering forms, cartographic materials checkout listings, and other tracking and maintenance files.	Destroy when superseded or replaced by newer equivalent systems.
1509-06b	FRC Accession Files. Listing of storage locations for materials at the Federal Records Centers and records of accessions and returns.	Destroy in agency when no longer needed for research.
1509-06c	Map Separates Information System (MSIS). Machine-readable records that provide a listing of materials contained in each map jacket.	Destroy in agency when superseded.
1509-06d	Map Separates Tracking System (MSTS) ADP data base. Automated tracking and inventory system utilizing bar code to identify and track Cartographic materials.	Destroy in agency when no longer needed for tracking and inventory.

NATIONAL MAPPING DIVISION RECORDS DISPOSITION SCHEDULE

1509-07	Map and Chart Information System. Machine readable records developed to store, retrieve, and display information about domestic maps and charts. Information is gathered both from known digital data banks and from physically handling and encoding selected source material. Data elements include title, scale, area, producer, publication and survey dates, rectangular and irregular geographic area, inset information, grids, contour interval, projection, and microfilm storage location.	Destroy in agency when superseded.
1509-08	Quadrangle Name Changes Card File. A 3 x 5 inch card file arranged in alphabetical order by State, when within a State, by name of the quadrangle. The card lists the new name and former name with background on the change. File continuously updated or added to as new maps receive their published name (in place of an administrative name), or when there is an official change in the published name. There are no present plans to microfilm this file; however, it may eventually be computerized.	Destroy in agency when no longer needed for reference.
1510	GEOGRAPHICAL NAMES INFORMATION SYSTEM. A State Gazetteer of names with output in either computer form or a formal publication.	
1510-01	Formal Publications	PERMANENT. Transfer to NARA annually.
1510-02	Microfiche	Destroy in agency when superseded.
1510-03	Magnetic Tape	
1510-03a	State Gazetteer	PERMANENT. Cut off annually. Transfer to NARA in 5-yr segments.
1510-03b	Decisions by the Board on Geographic Names. Derived from Domestic Geographic Name Files.	PERMANENT. Transfer to NARA annually.
1510-04	National Gazetteer of the United States. Published on a State-by-State basis as an aid to finding any map name or feature shown on a U.S. Geological Survey map.	PERMANENT. Transfer to NARA one copy of each bound volume as published.
1510-05	Domestic Geographic Names File. Written data on geographic names which include Board on Geographic Names (BGN) case briefs, records and decisions as well as books and maps. Controversial names, reports, and	PERMANENT. Transfer to NARA when no longer needed. in agency.

NATIONAL MAPPING DIVISION RECORDS DISPOSITION SCHEDULE

decisions make up only a part of the BGN files. These data are used by the Mapping Centers for name information during map compilation as well as by other agencies and the general public for research and map preparation. The files are continuously updated and do not become obsolete.

1510-06 Annotated USGS Topographical maps used in Phase II compilation of the National Mapping Division Geographic Names Data Base located at headquarters.

1510-06a Phase II compilations for States, territories, and outlying districts of the United States.

PERMANENT. Transfer to NARA upon completion of the compilation project for each individual State, territory, or outlying area.

1511 MISCELLANEOUS RECORDS

1511-01 Scientific Committee on Antarctica Research File (SCAR). An open file is maintained by the U.S. Geological Survey for the National Science Foundation, (NSF) Division of Polar Programs. This active file contains aerial photographic film negatives, reference prints and maps and charts obtained and/or compiled by the U.S. and other countries and belonging to SCAR. The yearly accumulation of aerial film varies, but is about 20 rolls of negatives at 250 frames per roll. The yearly accumulation of maps varies. There are no file breaks. The holdings in the file are open, i.e., any qualified (By NSF) Antarctic researcher, domestic and foreign, is permitted access. Many studies are related to recording temporal change (ice movement, fauna, etc.) so that none of the holdings are considered inactive.

PERMANENT. Transfer to NARA when no longer needed. in agency.

1511-02 Mapping Requirements File. Written, listing and map index files in the Office of Requirements at HQ and Mapping Centers that contain information on map user requirements and interests. File summaries are made periodically.

1511-02a File Summaries.

PERMANENT. Transfer to NARA after five years.

1511-02b All other records.

Destroy when summary is superseded.

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1511-03	Authorization File. Records pertaining to authorizations, surveys, project lists, and work schedules concerning mapping projects. Headquarters originates the authorization forms. Duplicate copies are sent to the mapping centers performing the mapping where they are used for specifications and methods and as planning tools.	
1511-03a	Record Copy in Mapping Center.	Destroy 10 years after map publication.
1511-03b	All other copies.	Destroy 2 years after map publication.
1511-04	Technical Papers Information File. A current reference file of technical articles from National Mapping on such subjects as programs, methods, products, equipment, and technical data maintained in the Office of Systems and Techniques Development. These are largely created by Division personnel, with the information distributed within the Division, outside if requested.	
1511-04a	Record Copy in Headquarters.	PERMANENT. Transfer to NARA when 10 years old or sooner if no longer needed for reference.
1511-04b	All other copies.	Destroy when no longer needed for reference.
1511-05	Geography Program Project Records. These records are created and used in projects developed by the Geography Program.	
1511-05a	Working records, created in developing land use and land cover maps, which are duplicated in the maps.	Destroy 1 year after completion of the quadrangle affected.
1511-05b	Other working records which are composed of basic or raw data not included in the final report or publication.	Destroy when superseded.
1511-06	Quality Assurance Records. These records include reports, correspondence, test results, and other material relating to the quality assurance function at the EROS Data Center.	Cut off files annually. Destroy when 4 years old.

NATIONAL MAPPING DIVISION RECORDS DISPOSITION SCHEDULE

1511-07

Photographic Laboratory Operational Records. This series includes records regarding chemical analysis, recovery of chemicals, operational procedures, and other material dealing with the photographic laboratory at the EROS Data Center.

Cut off files annually. Destroy when 4 years old.

Appendix A

This list represents a wide range of terrain mapped by the agency at different time periods. Quadrangles were selected geographically at different places across the country and chronologically from the earliest years to the present, chosen from a list of unique geomorphological features and urban places and from a second list of older manuscript quadrangles already accessioned by the National Archives (to continue whenever possible the documentation of those older quadrangles).

Alphabetically by Quadrangle

Abajo	Utah	1:125,000	1884
Agana	Quam	1:24,000	1968
Alturas	California	1:15,840	1885 (approx)
Annapolis	Maryland	1:62,000	1891
Antelope Hills	Oklahoma	1:24,000	1966
Blanford	Connecticut	1:24,000	1944
Boardman Creek	Idaho	1:24,000	1970
Boulogne	Florida & Georgia	1:62,500	1917
Bright Angel	Arizona	1:45,000	1903
Brooklyn	New York	1:62,600	1888
Campti	Louisiana	1:24,000	1944
Casa Grande	Arizona	1:48,000	1921-22
Charleston (West)	West Virginia	1:24,000	1958
Climax Mining District	Colorado	1:12,000	1927
Empire	Louisiana	1:62,500	1891
Epas	Alabama	1:48,000	1929
Flat Rock Mesa	Utah	1:24,000	1966
Fond du Lac	Wisconsin	1:48,000	1908
Furnace Creek	California	1:253,440	1906
Gila Butte	Arizona	1:45,000	1903
Glacier Peak	Washington	1:125,000	1897
Great Pond	Maine	1:48,000	1928
Hecata Head	Oregon	1:62,500	1918
Katahdin	Maine	1:48,000	1927
Kilauea	Hawaii	1:62,500	1912
Larimore	North Dakota	1:48,000	1934
Mt. Katmai (B-3)	Alaska	1:63,360	1951
Mt. McKinley	Alaska	1:250,000	1898
Mt. Vernon	Virginia & Maryland	1:125,000	1885-88
Myrtle Beach	South Carolina	1:48,000	1936
New Haven	Connecticut	1:45,000	1889-90
New Orleans (East)	Louisiana	1:24,000	1934-35
Provincetown	Massachusetts	1:30,000	1887
Saddleback Hills	Wyoming	1:48,000	1914
St. Louis (West)	Missouri & Illinois	1:48,000	1888
Sanford	Florida	1:24,000	1965
Schroon Lake	New York	1:62,500	1895
Shaker Heights	Ohio	1:24,000	1953
Shasta	California	1:125,000	1883-85
Ship Rock	New Mexico	1:48,000	1933
Shoshone	Wyoming	1:62,500	1884

Swayback Mountain	Texas	1:24,000	1972
Tanacross (*)	Alaska	1:250,000	1907
Taylor	Texas	1:126,730	1885
The Dells	Wisconsin	1:62,500	1899
Twin Grove	Texas	1:24,000	1972
Whittier	California	1:24,000	1949
Williams Port	Pennsylvania	1:48,000	1921
Wind Gap	Pennsylvania	1:62,500	1914
Yorktown	Virginia	1:48,000	1904-05

(*) The scale of this map is assumed to be 1:250,000 because of the edition year.

RECORDS DISPOSITION AUTHORITY

ITEM NUMBER

NARA RECORDS DISPOSITION AUTHORITY

1500

AERIAL PHOTOGRAPHY

1500-01

RCS/Item 1500-01 & N1-57-93-5

1500-02

RCS/Item 1500-02 & N1-57-93-5

1500-03

RCS/Item 1500-03 & N1-57-93-5

1500-04a(1)

RCS/Item 1500-04a(1) & N1-57-93-5

1500-04a(2)

RCS/Item 1500-04a(2) & N1-57-93-5

1500-04a(3)

RCS/Item 1500-04a(3) & N1-57-93-5

1500-04b(1)

RCS/Item 1500-04b(1) & N1-57-93-5

1500-04b(2)(a)

RCS/Item 1500-04b(2)(a) & N1-57-93-5

1500-04b(2)(b)

RCS/Item 1500-04b(2)(b) & N1-57-93-5

1500-05

RCS/Item 1500-05 & N1-57-93-5

1500-06

RCS/Item 1500-06 & N1-57-93-5

1501

IMAGE DATA

1501-01a

RCS/Item 1501-01a & N1-57-93-5

1501-01b

RCS/Item 1501-01b & N1-57-93-5

1501-01c(1)

RCS/Item 1501-01c(1) & N1-57-93-5

1501-01c(2)

RCS/Item 1501-01c(2) & N1-57-93-5

1501-02a

RCS/Item 1501-02a & N1-57-93-5

1501-02b(1)

RCS/Item 1501-02b(1) & N1-57-93-5

1501-02b(2)

RCS/Item 1501-02b(2) & N1-57-93-5

1501-03

RCS/Item 1501-03 & N1-57-93-5

1501-04a

RCS/Item 1501-04a & N1-57-93-5

1501-04b

RCS/Item 1501-04b & N1-57-93-5

1501-05a

RCS/Item 1501-05a & N1-57-93-5

1501-05b

RCS/Item 1501-05b & N1-57-93-5

ITEM NUMBER**NARA RECORDS DISPOSITION AUTHORITY****1502****CARTOGRAPHIC MATERIALS**

1502-01

RCS/Item 1502-01 & N1-57-93-5

1502-02a

RCS/Item 1502-02a & N1-57-93-5

1502-02b

RCS/Item 1502-02b & N1-57-93-5

1502-03

RCS/Item 1502-03 & N1-57-93-5

1502-04

RCS/Item 1502-04 & N1-57-93-5

1502-05

RCS/Item 1502-05 & N1-57-93-5

1502-06

RCS/Item 1502-06 & N1-57-93-5

1502-07b

RCS/Item 1502-07b & N1-57-93-5

1502-07c

RCS/Item 1502-07c & N1-57-93-5

1502-07d

RCS/Item 1502-07d & N1-57-93-5

1502-07e

RCS/Item 1502-07e & N1-57-93-5

1502-07f

RCS/Item 1502-07f & N1-57-93-5

1502-07g

RCS/Item 1502-07g & N1-57-93-5

1502-07h

RCS/Item 1502-07h & N1-57-93-5

1502-07i

RCS/Item 1502-07i & N1-57-93-5

1502-08

RCS/Item 1502-08 & N1-57-93-5

1502-09a

RCS/Item 1502-09a & N1-57-93-5

1502-09b

RCS/Item 1502-09b & N1-57-93-5

1502-09c

RCS/Item 1502-09c & N1-57-93-5

1502-10

RCS/Item 1502-10 & N1-57-93-5

1502-12

RCS/Item 1502-12 & N1-57-93-5

1502-12a

RCS/Item 1502-12a & N1-57-93-5

1502-12b

RCS/Item 1502-12b & N1-57-93-5

1502-12c

RCS/Item 1502-12c & N1-57-93-5

1503**DIGITAL CARTOGRAPHIC DATA**

1503-01a

RCS/Item 1503-01a & N1-57-93-5

ITEM NUMBER**NARA RECORDS DISPOSITION AUTHORITY**

1503-01b

RCS/Item 1503-01b & N1-57-93-5

1503-01c

RCS/Item 1503-01c & N1-57-93-5

1503-01d

RCS/Item 1503-01d & N1-57-93-5

1503-01e

RCS/Item 1503-01e & N1-57-93-5

1503-01f

RCS/Item 1503-01f & N1-57-93-5

1503-01g

RCS/Item 1503-01g & N1-57-93-5

1503-01h

RCS/Item 1503-01h & N1-57-93-5

1503-02

RCS/Item 1503-02 & N1-57-93-5

1503-03

RCS/Item 1503-03 & N1-57-93-5

1504**CARTOGRAPHIC MATERIALS WHICH DO NOT SUPPORT STANDARD PRODUCTS**

1504a

RCS/Item 1504a & N1-57-93-5

1504b

RCS/Item 1504b & N1-57-93-5

1505**ORTHO PRODUCTS**

1505-01

RCS/Item 1505-01 & N1-57-93-5

1505-02

RCS/Item 1505-02 & N1-57-93-5

1505-03a

RCS/Item 1505-03a & N1-57-93-5

1505-03b

RCS/Item 1505-03b & N1-57-93-5

1505-04

RCS/Item 1505-04 & N1-57-93-5

1506**INDEX/PROGRESS MAPS**

1506-01

RCS/Item 1506-01 & N1-57-93-5

1506-02a

RCS/Item 1506-02a & N1-57-93-5

1506-02b

RCS/Item 1506-02b & N1-57-93-5

1506-03

RCS/Item 1506-03 & N1-57-93-5

1506-04a

RCS/Item 1506-04a & N1-57-93-5

1506-04b

RCS/Item 1506-04b & N1-57-93-5

1506-04c

RCS/Item 1506-04c & N1-57-93-5

ITEM NUMBER**NARA RECORDS DISPOSITION AUTHORITY**

1506-05a

RCS/Item 1506-05a & N1-57-93-5

1506-05b

RCS/Item 1506-05b & N1-57-93-5

1506-06a

RCS/Item 1506-06a & N1-57-93-5

1506-06b

RCS/Item 1506-06b & N1-57-93-5

1506-06c

RCS/Item 1506-06c & N1-57-93-5

1507**FIELD CONTROL DATA**

1507-01

RCS/Item 1507-01 & N1-57-93-5

1507-02

RCS/Item 1507-02 & N1-57-93-5

1507-03

RCS/Item 1507-03 & N1-57-93-5

1507-04a

RCS/Item 1507-04a & N1-57-93-5

1507-04b

RCS/Item 1507-04b & N1-57-93-5

1507-05a

RCS/Item 1507-05a & N1-57-93-5

1507-05b

RCS/Item 1507-05b & N1-57-93-5

1507-06a(1)

RCS/Item 1507-06a(1) & N1-57-93-5

1507-06a(2)

RCS/Item 1507-06a(2) & N1-57-93-5

1507-06b(1)

RCS/Item 1507-06b(1) & N1-57-93-5

1507-06b(2)

RCS/Item 1507-06b(2) & N1-57-93-5

1507-07a

RCS/Item 1507-07a & N1-57-93-5

1507-07b

RCS/Item 1507-07b & N1-57-93-5

1507-07c

RCS/Item 1507-07c & N1-57-93-5

1507-08a

RCS/Item 1507-08a & N1-57-93-5

1507-08b

RCS/Item 1507-08b & N1-57-93-5

1507-08c

RCS/Item 1507-08c & N1-57-93-5

1508**ESIC/DISTRIBUTION FILES**

1508-01a(1)

RCS/Item 1508-01a(1) & N1-57-93-5

1508-01a(2)

RCS/Item 1508-01a(2) & N1-57-93-5

1508-01b

RCS/Item 1508-01b & N1-57-93-5

ITEM NUMBER	NARA RECORDS DISPOSITION AUTHORITY
1508-02	RCS/Item 1508-02 & N1-57-93-5
1508-03	RCS/Item 1508-03 & N1-57-93-5
1509	REFERENCE FILES (CARTOGRAPHIC)
1509-01a	RCS/Item 1509-01a & N1-57-93-5
1509-01b	RCS/Item 1509-01b & N1-57-93-5
1509-02a(1)	RCS/Item 1509-02a(1) & N1-57-93-5
1509-02a(3)	RCS/Item 1509-02a(3) & N1-57-93-5
1509-02b(1)	RCS/Item 1509-02b(1) & N1-57-93-5
1509-02b(2)	RCS/Item 1509-02b(2) & N1-57-93-5
1509-02c(1)	RCS/Item 1509-02c(1) & N1-57-93-5
1509-02c(2)	RCS/Item 1509-02c(2) & N1-57-93-5
1509-02d	RCS/Item 1509-02d & N1-57-93-5
1509-02d(1)	RCS/Item 1509-02d(1) & N1-57-93-5
1509-03a	RCS/Item 1509-03a & N1-57-93-5
1509-03b	RCS/Item 1509-03b & N1-57-93-5
1509-04	RCS/Item 1509-04 & N1-57-93-5
1509-05	RCS/Item 1509-05 & N1-57-93-5
1509-06a	RCS/Item 1509-06a & N1-57-93-5
1509-06b	RCS/Item 1509-06b & N1-57-93-5
1509-06c	RCS/Item 1509-06c & N1-57-93-5
1509-06d	RCS/Item 1509-06d & N1-57-93-5
1509-07	RCS/Item 1509-07 & N1-57-93-5
1509-08	RCS/Item 1509-08 & N1-57-93-5
1510	GEOGRAPHICAL NAMES INFORMATION SYSTEM
1510-01	RCS/Item 1510-01 & N1-57-93-5
1510-02	RCS/Item 1510-02 & N1-57-93-5
1510-03a	RCS/Item 1510-03a & N1-57-93-5

ITEM NUMBER**NARA RECORDS DISPOSITION AUTHORITY**

1510-03b

RCS/Item 1510-03b & N1-57-93-5

1510-04

RCS/Item 1510-04 & N1-57-93-5

1510-05

RCS/Item 1510-05 & N1-57-93-5

1510-06a

RCS/Item 1510-06a & N1-57-93-5

1511**MISCELLANEOUS RECORDS**

1511-01

RCS/Item 1511-01 & N1-57-93-5

1511-02a

RCS/Item 1511-02a & N1-57-93-5

1511-02b

RCS/Item 1511-02b & N1-57-93-5

1511-03a

RCS/Item 1511-03a & N1-57-93-5

1511-03b

RCS/Item 1511-03b & N1-57-93-5

1511-04a

RCS/Item 1511-04a & N1-57-93-5

1511-04b

RCS/Item 1511-04b & N1-57-93-5

1511-05a

RCS/Item 1511-05a & N1-57-93-5

1511-05b

RCS/Item 1511-05b & N1-57-93-5

1511-06

RCS/Item 1511-06 & N1-57-93-5

1511-07

RCS/Item 1511-07 & N1-57-93-5